

**Minutes of a meeting of the
Otago and Southland Regional Transport Committees
held in the Central Otago District Council Chamber, 1 Dunorling Street,
Alexandra on Thursday 11 August 2016 commencing at 10.35 am**

Present: **Otago Regional Transport Committee:**
 Cr Trevor Kempton (ORC, Chair)
 Cr Graeme Bell (ORC, Deputy Chair)
 Cr Barrie Wills (CODC)
 Cr Lyal Cocks (QLDC) – from 1.15 am
 Cr Guy Percival (WDC)
 Mr Jim Harland (NZTA) – from 10.54 am

Southland Regional Transport Committee:
 Chairman Ali Timms (ES, Chair)
 Cr Brian Dillon (SDC)
 Mr Jim Harland (NZTA) – from 10.54 am

In attendance: Mr Peter Bodeker (ORC)
 Mr Fraser McRae (ORC)
 Dr Jane Turnbull (ORC)
 Mrs Janet Favel (ORC, Minute taker)
 Mr Richard Saunders (DCC)
 Mr Tony Sizemore (NZTA)
 Mr Russell Hawkes (ES)
 Mr Michael Voss (WDC)
 Mr Andy Bartlett (CODC)
 Mr Russell Bond (CDC)
 Mr Hartley Hare (SDC)
 Mr Peter Standring (GDC)

Meeting Chair – Cr Trevor Kempton

1. Welcome
Cr Kempton extended a welcome to those attending.

2. Apologies Cr Kate Wilson (DCC)
 Cr Nicky Davis (GDC)
 Cr Peter Jones (ES)
 Cr Lindsay Thomas (ICC)
 Cr Lyal Cocks (QLDC) – for lateness
 Mr Jim Harland (NZTA) – for lateness
 Ministry of Transport representatives

The apologies were accepted on the motion of Crs Bell and Wills.

3. Minutes

The minutes of the Combined RTCs meeting held on 8 March 2016 were confirmed on the motion of Crs Timms and Dillon.

4. Matters arising from the minutes

Cr Timms drew attention to Item 8 in the minutes relating to the frustration of preparing a business case for small projects, and requested an update from Mr Harland. This Item was to be added to the agenda.

Cr Kempton commented on the importance of starting the regions' strategic planning approach towards the Regional Land Transport Plan (RLTP) review and the 2018-21 RLTP as soon as possible after the elections, noting that the reviewed strategic front end of the plan needed to be completed by April 2017. Environment Southland and ORC would advise district councils of this timeframe, asking them to ensure RTC representatives were appointed promptly following the elections. It was planned to hold the first meeting of the new RTCs in the first week of December.

Action: All to ensure RTC representatives are appointed promptly following the local government elections (8 October), in time for an induction and meeting on 1 December.

Cr Kempton noted that neither RTC had a quorum for this meeting, and this would be rectified when Jim Harland, NZTA, who was a member of both RTCs, arrived. He suggested that the meeting continue, but noted that any decisions would have to be postponed until the quorum was reached.

Action sheet

The Action list from previous RTC and TAG meetings was circulated with the minutes.

- GPS issues for visiting drivers – Cr Timms and Mr Harland would discuss at this meeting.
- Cycleways – Cr Timms noted ongoing work to get cycleways joined up.
- RTC attendance at Mayoral Forum – Cr Kempton and Mr Harland attended the recent Mayoral Forum held in Oamaru. They commented that the relationship between the RTC cycling strategy and the planned works did not reconcile. They also noted the importance of RTC members being given the opportunity to discuss RTC matters at their respective council meetings so that representatives came to RTC meetings with a full understanding of their council's wishes. The importance of achieving the objectives of the RTCs was noted.
- KiwiRail - Mr Hawkes advised that KiwiRail was interested in being involved in TAG meetings.

Mr Jim Harland and Mr Tony Sizemore, NZTA, entered the meeting at 10.54 am, making the meeting quorate.

- Stock truck effluent disposal (STED) site network – Mr Hawkes confirmed that STEDs would be discussed at the South Island RTCs meeting. Cr Kempton noted the need to ensure continuity of dump sites throughout the southern South Island.

5. Terms of Reference for the Otago and Southland Regional Transport Committees and Technical Advisory Group (J Turnbull/R Hawkes, Report 2016/0964)

Draft Terms of Reference for the Regional Transport Committees and Technical Advisory Group as circulated with the agenda were discussed:

Mr Harland queried the legality of alternates being appointed. Mr Hawkes referred to the Land Transport Management Act which provided for the appointment of one representative from each organisation. Because of potential delays when items had to be referred back to councils when the appointed representative had not been present at the RTC meeting, he considered it would be useful to be able to appoint alternates. He noted that an alternate probably could not be counted into a quorum in terms of voting. Cr Kempton suggested that the Terms of Reference be changed to allow appointment of alternates, and that the Committees move to have the Act changed. He noted that non-councillors could be co-opted to RTCs. Cr Timms agreed with the matters raised, and noted changes to the Local Government Act to allow meeting attendance by phone or video conference. Dr Turnbull noted that Bruce Richards was the official NZTA alternate appointed by ORC, and that councils could give full voting rights to an alternate for a fixed duration. There was general agreement that it was important to be able to appoint alternates, and that they be able to vote.

Moved Cr Dillon
Seconded Cr Wills

That staff clarify voting rights in the Terms of Reference, and investigate changes to the legislation.

Motion carried

The importance of the clause ‘Members’ responsibilities for reporting back to the organisation they represent’ was noted, and comment was also made that it was important that minutes of RTC meetings be circulated as soon as possible after meetings to enable the reports back to Council to be made.

Terms of Reference for TAG – Mr Harland noted the emerging focus on cycling and the role of public transport and queried whether this should be highlighted in the documents with a stronger reference to the strategic approach.

Moved Mr Harland
Seconded Cr Timms

That a greater focus on integration and multi modal transport be included in the Terms of Reference.

Motion carried

Moved Cr Dillon
Seconded Cr Wills

That with the changes agreed above, the Terms of Reference be accepted.

Motion carried

Cr Kempton thanked TAG members for their work in drafting the Terms of Reference.

6. Transport Support for Tourism (J Turnbull/R Hawkes, Report 2016/0965)

Ministry of Transport officials were unable to attend this meeting due to weather-related transport problems and the discussion on the next GPS will be added to the agenda for the Committees' next workshop.

The report noted that both the GPS and NZTA's IAF (Investment Assistance Framework) did not adequately recognise the role that tourism played in economic growth and productivity, particularly in the South Island.

Feedback to NZTA on the draft detailed business cases for Visiting Driver safety improvements in Otago and Southland regions, and the NZTA's response (as circulated with the agenda), were noted. Mr Hawkes was concerned that NZTA focused on traditional safety improvement projects and not the facilities that tourist routes should have, and the business case did not appear to have taken account of the Otago/Southland RLTP.

Mr Harland commented that the Visiting Drivers project included provision of safety messages to road users before they arrived in the country – e.g. airlines, airports, and rental car companies. Current interventions focused on safety when drivers made a mistake – rumble strips, signs, barriers. Data from a survey of foreign drivers would be available at the end of the first quarter next year. NZTA was working with MoT and other agencies on improvements to state highways and cycle safety, and education. Mr Harland also spoke about a trial of messages delivered through Bluetooth, aided by the placement of poles on the Dunedin-Christchurch section of SH1. The messages are providing basic safety and advisory information, and will also be accessible on phones. He noted that work was needed on current cell phone dead spots. MBIE was working on tourism flows and impacts.

Issues to discuss with MoT:

- (1) Flexibility around activity classes – staff to collate examples for discussion with MoT.
- (2) Submission on business cases for Visiting Driver safety improvements – NZTA's brief response was not sufficient.
- (3) Need more warning signs ahead of safe places to stop. Mr Harland advised that signs would be erected in the 2016-17 construction season, with Devil's Staircase signs immediately prior to Christmas. Comment was made that it would be preferable for the signs to be erected in time for the beginning of the Summer tourist season.
- (4) Be innovative in solutions – e.g. family groups travelling in convoy.
- (5) Older vehicles – access to Bluetooth/GPS, tourists buying older cars, New Zealanders lending older vehicles to tourists.
- (6) Freedom camping.

Action: Advise MoT of the issues we have identified, prior to discussion at the Committees' September meeting.

It was commented that some of these measures were not expensive. Methods for identifying what worked and what didn't needed to be established.

Cr Wills noted that CODC wanted to reduce the number of signs, and provide fewer, clearer, consistent signs. A kiosk approach was being considered. The cost to TLAs of more signs was noted. Cr Kempton noted situations of shared funding between NZTA and TLAs, and the need to include these matters in Annual Plans.

Proposed Tourism Strategy

The meeting discussed the chart on page 28 of the agenda which set out the desired outcomes of the proposed strategy. Points raised:

- Change wording of the Critical Success Factor to 'support or enable productivity' – agreed.
- Desired effect – quality visitor experience - add public transport.
- Desired effect - Protecting NZ's reputation
 - RTC did not have control over NZ's 'clean and green' image.
 - Term 'clean and green' should be replaced by the current brand promotion '100% pure'.
 - Is 'safe and enjoyable' strong enough on its own?
- Where do STEDs fit in a tourism strategy?
- Desired effect – environmental damage mitigated – delete the text after 'NZ's reputation'.

Proposed strategic approach to the transport system supporting tourism

Mr Harland was comfortable with the idea of identifying tourist routes and applying appropriate technologies to make these routes safe for visitors.

- Tactics 1 - change to high (not moderate) level of satisfaction.
- Consider amending 'containing' congestion to 'mitigating'. District level – will have hot spots where visitors might cause difficulties.

- Top 'Tactics' box – amend to include consultation with economic development initiatives or units (e.g. Enterprise Dunedin, Chamber of Commerce, SORDS in Southland).
- Tactics 2 – will work with e.g. iSites, AA.
- Replace all references to 'clean (and) green' with '100% pure'.
- Safety – it was agreed this was covered in governance.
- Mitigating environmental damage - include references to 'Roadside rubbish' (e.g. thrown from vehicles), and waste from 'freedom camping'.

Cr Kempton commented that this framework as amended by the meeting would be presented to TLAs for consideration.

Action: Dr Turnbull to make the changes discussed to the chart, and circulate it with the minutes action list.

Cr Timms proposed that Recommendation 1 be parked until after the cycle way discussion.

Moved Cr Timms
Seconded Cr Bell

That the Otago and Southland Regional Transport Committees discuss the need for the GPS on Land Transport Funding to support implementation of this strategic approach to tourism in southern New Zealand, and write to Ministry of Transport officials detailing the key points of their discussion.

Motion carried

Action: as in recommendation above.

The meeting adjourned at 12.20 pm and reconvened at 12.55 pm

7. South Island Regional Transport Committees' Collaboration (J Turnbull/R Hawkes, Report 2016/0969)

Dr Turnbull explained that an ES/ORC/ECan meeting held on 15 March led to a meeting of all South Island regional/unitary chairs held on 30 May. That meeting agreed there was value in collaboration, and identified items of priority. Each RTC chair sought support from its parent council to participate in the collaboration, and the parent councils would be kept advised of progress. Officials met again last week to progress development of the work program. Concerns about the GPS were collated and oral feedback provided to MoT officials.

Cr Timms considered the RTC Chairs meeting was a positive one and it made sense to have all RTCs working together at a high strategic level. She noted that a large part of the role was advocacy. Staff have identified some matters which needed to be assessed. She supported the recommendation that the Otago and Southland

RTCs continue to be involved, and noted that it was proposed the group meet about twice a year.

Cr Kempton commented that investment in transport planning was different between regions, and this collaboration provided an opportunity to share work across regions.

Members of the group supported the collaboration.

Dr Turnbull noted the suggestion that a common front two pages for all South Island RLTPs be produced.

Mr Harland reiterated NZTA support for the collaboration, noting that that the group tried to give solutions rather than problems, and its priorities fitted well with NZTA. He commented that NZTA was putting high investment into cycling and road/rail integration, and was giving thought to the journey from the customer's perspective. He suggested that the group focus on the GPS, and explore a better integrated transport system

Mr Hawkes noted NZ ports were also discussed, and guidance sought from MoT on the importance of different ports and airports, funding, and KiwiRail.

Dr Turnbull noted that the group had asked for government policy on rail and ports, to be stated in the next GPS.

Moved Cr Timms
Seconded Cr Bell

That the report be noted.

Motion carried

Matters referred to TAG by the Committees/recurrent items:

8. Road Safety Influencing Group (R Hawkes, Report A277874)

Mr Hawkes explained that the group had held two facilitated workshops, and all present had signed up to the program. The attachments to the report listed the current situation, contributing factors, initiative areas, and what success would look like. Key themes and priorities had been identified, and data collected by industry partners as part of their day to day procedures would be useful.

Cr Cocks entered the meeting at 1.15 pm.

It was hoped that the group's work would result in directives through RLTPs or TLAs' road safety work. Regular progress reports would be provided to the Committees.

Mr Harland commended the work done to date, particularly the measurements of success. He noted that Priorities 4-7 included national matters, and the group needed to separate out what it could influence and control. Mr Hawke commented

that the group would like the RTCs to take a more active part by, eg, lobbying government. Dr Turnbull noted that while some items were national initiatives, RSIG seemed to be the only group looking at taking action on these in southern NZ.

Cr Kempton encouraged the development of a structure around outcomes and their potential inclusion in the RLTP

Action: RSIG to report back regularly to the RTCs.

Moved Cr Dillon
Seconded Cr Wills

That the Committees note the report and provide direction on any actions required.

Motion carried

9. RLTP Programme Update (R Hawkes, Report A277111)

Mr Hawkes noted that maintenance and renewal expenditure had been dropped from the report because TLAs had confirmed they were working within their agreed budgets. He further commented that maintenance and renewal figures for the State Highway sector were not available at regional level, so were not able to be monitored by the Committees. He noted the list of changes since the last report, particularly the approval of seal extension of the alternative Southern Scenic Route.

The following projects were discussed further:

- Motu Rimu Road safety improvements – Mr Sizemore advised that this was to be delivered through the Safe Roads Alliance. It was low on the national list, but straightforward to deliver. Value engineering was being undertaken.
- Elles Road Roundabout - Two recent crashes, one serious, had resulted in a higher priority being allocated. KiwiRail was to investigate earlier delivery of the project.
- These two projects (Motu Rimu Road and Elles Road) were closely linked and NZTA might combine them into one project.
- DCC update – Peninsula road widening and LED streetlights to be completed this year. The programme for the remaining projects was being reviewed and would be reported back to the Committees' next meeting.
- Queenstown Integrated Programme business case – Dr Turnbull asked whether this should be added to the project monitoring list. She noted it was a multi agency business case, and a good example of how to get such a case right through the process. Cr Cocks advised that a governance group had been formed and had met twice. The group, comprising NZTA, QLDC (including airport CEO) and ORC, was in the process of establishing Terms of Reference. Mr Harland commented on the need to coordinate the perspective from different agencies. He noted that government wanted time spent on Queenstown, being aware of a low permanent population paying rates, and high visitor numbers.

- Wanaka Business Case implementation – being internally reviewed. Cr Cocks advised that insufficient information had been supplied initially, and the project would be put back into the system in the future.
- Pine Hill/Great King Street intersection – Mr Sizemore advised that the business case would get under way quickly, but the challenge would be finding an appropriate solution.
- Nevis Bluff and Milford Road – once appropriate interventions were determined, the business cases could be finalised and the status of both projects changed back to green. The issues were technical rather than funding.
- Kawarau Bridge replacement – Cr Dillon advised that discussions with MWH re design were under way and the project was not close to a business case at this stage.
- Pyramid Bridge replacement – business case under way; joint SDC/GDC project.

Moved Cr Timms
Seconded Cr Dillon

That the Committees note the report and provide direction on any actions they require based on the information provided.

Motion carried

Other matters:

10. Oral report back from Otago Southland Cycle Trails workshop

A record of the Otago Southland Cycle Trails workshop held on 30 July was circulated prior to the meeting.

Cr Kempton noted that this workshop had been requested by the Committees. The 30 attendees represented every cycle trail organisation, local councils, NZTA, and Otago Community Trust. Points raised at the workshop included the need for cycling to be accepted by the public as a form of transport, and people were looking for a high standard of accommodation around trails.

The schedule of 'next steps' was noted. It was considered that items (1) how cycling should be governed, (2) agreed strategic vision, and (3) leadership support were the main initial issues.

Dr Turnbull noted that the project crossed between the transport system and regional economic development. She commented that group members wanted to keep in touch, and wanted issues dealt with as a group.

Cr Kempton commented that the workshop would feed into the cycling strategy review and councils' annual plan considerations.

Mr Harland advised that NZTA did not have funding for maintenance of recreational trails.

Cr Timms suggested that this work be integrated into the next RLTP and that a subcommittee be developed to report back to the working group. She noted that use of cycle trails would increase.

The importance of the interaction of the cycling community with RTCs, and leadership from RTCs, was noted. Mr Bartlett noted that different standards of development and maintenance of trails was a concern, and Trusts would need support to undertake this work. Mr Harland suggested that a subgroup from the workshop be established to address the first three items on the next steps list. He suggested that the group might need to come under the RTC umbrella, with links to TLA development.

Action: TAG to identify a subgroup from the cycle trails workshop to discuss the first three items on the Next Steps list and report back to the RTCs.

11. Advice concerning proposed workshop on 6 September, first meeting of the triennium, and induction for any new committee members (1 December)

Cr Kempton noted that EQUIP (Steven Findlay) facilitated a recent meeting looking at a potential South of the South Island roading collaboration. EQUIP was also running regional workshops around the One Network Road Classification and business case approach to asset management planning, and there is also S17A review work happening. The question was whether some of the energy in some of these collaborations could be channelled more effectively by utilising the RTC forum, and how to ensure that the work of the RTCs was not replicated. This discussion would form part of the September workshop.

12. Business Case rationalisation

Cr Timms noted frustration around the preparation of very complicated business cases for small projects. Mr Harland commented that samples of business cases already completed, of a range of sizes, could be brought by NZTA to the coming workshop, so everyone could look at them. Mr Sizemore advised that NZTA was looking at expediting the process for less complex projects. He commented that while a business case might not be complex, the solution could be difficult to identify. Funding sources also needed to be simplified.

Mr Harland suggested NZTA present a workshop on the preparation of business cases. Cr Timms considered this would be helpful, including with the RLTP process. Cr Kempton noted it would be useful for TLAs and RTCs to attend.

13. Next meeting 6 September

Items for agenda:

- Transport Support for Tourism – MoT officials
- ONRC business case approach to asset management planning, and South of the South Island roading collaboration; ensure this work is appropriately integrated and that RTC work is not replicated.



The meeting closed at 2.20 pm

Chairperson

Action List

Combined Otago and Southland Regional Transport Committees 11 August 2016

Item	Item Source	Minutes Item	Action	Person Responsible	Date Due	Status
1	RTCs 8 March 2016	8	Mr Hawkes to consider extending Table 1 to allow for information on the inclusion of emergency works in the projects. Upload updated progress tables to ES and ORC websites, with a link to the RLTP after each RTC meeting.	Mr Hawkes	Ongoing	
2	RTCs 11 August 2016	4	Ensure RTC representatives and alternates are appointed promptly following the local government elections (8 October), in time for a induction and meeting on 1 December.	All	As soon as possible after elections	
3	RTCs 11 August 2016	5	Clarify the matter of alternates voting rights in the Terms of Reference; investigate changes to the legislation required.	Dr Turnbull, Mr Hawkes		
4	RTCs 11 August 2016	5	Include a greater focus on integration and multi modal transport in the Terms of Reference.	Dr Turnbull, Mr Hawkes		
5	RTCs 11 August 2016	6	Make the changes to the tourism strategy chart as discussed, and circulate with the minutes action list.	Dr Turnbull		
6	RTCs 11 August 2016	6	Advise Ministry of Transport officials of the key points of the meeting's discussion on Transport Support for Tourism.	Otago and Southland RTCs	Before 6 September	
7	RTCs 11 August 2016	8	RSIG to report regularly to RTCs.	R Hawkes	Ongoing	
8	RTCs 11 August 2016	10	Work with TAG and a subgroup from the cycle trails workshop to discuss the first three items on the next steps list and report back to the RTCs.	TAG	Date to be advised	
9	RTCs 11 August 2016	12	Workshop on the preparation of business cases for matters of varying size and complexity	NZTA	6 September	